

Class Code 4314/Nonexempt  
Position Title Librarian  
Working Area Library Services  
Effective Date March 21, 2003



## **JOB DESCRIPTION**

### **Scope**

Professional library work as a staff specialist in a library branch or specialty area, which may include adult services, children's programs, or cataloging.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Perform professional librarian work in a specialized area of library science work, such as adult services, children's services, and other program areas. Plan and implement work activities and programming pertinent to the specialty area. Analyze need for books and other library materials and make recommendations to supervisor on the acquisition of new materials. Provide reader's advisory and general reference and information service to the general public. May be required to supervise or provide technical guidance to Assistant Librarians or clerical staff. May be placed in charge of a branch library in the absence of supervisor. Prepare and submit regular and special statistical, management, and other reports as required. Perform other duties as assigned or as may be necessary.

### **Minimum Qualifications**

#### **Knowledge and Skills**

Knowledge of established principles, practices, and methods of library science and administration, including general reference, classification, cataloging, circulation, selection of appropriate materials, and collection development. Ability to deal with the public and establish/maintain effective working relationships with others. Ability to prepare comprehensive reports and present ideas clearly and concisely. Ability to communicate effectively both orally and in writing. Must possess and maintain a valid Florida Driver's License.

#### **Education**

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

Master's Degree or active enrollment in a Master's Degree program in Library Science from an American Library Association accredited college or university.

### **Working Conditions**

The work environment for this position is in an office setting. Most duties are performed sitting at a desk, table or workstation. Incumbents are required to shelve books and perform some heavy lifting. Incumbents in this classification have regular exposure to radiant and electrical energy found in an office environment.